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Description/Title of Attached Forms: Private Sponsor Travel Certifi-
cation Form

final certification form and addendum.

Erin E. Lenz
(Signature of Traveler)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Woodrow Wilson International Center for Scholars
2. Description of the trip: Wilson Center Foreign Policy Fellowship Program Alumni trip focusing on US-Swedish relations, cooperation in the Arctic and Russian domestic, security and foreign policy issues.
3. Dates of travel: Sunday, August 25th, 2019 to Saturday, August 31st, 2019
4. Place of travel: Stockholm, Sweden; Moscow, Russia
5. Name and title of Senate invitees: See attached list.
6. I *certify* that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - OR**
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.

AND

☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - AND**
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

- OR -

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

- OR -

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

This trip is organized by the Wilson Center, a trust instrumentality of the US government that was chartered by Congress. The Carnegie Corporation provides funding, but played no role in selecting participants, destination or itinerary, and none of the funds were earmarked specifically for this trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

See attached sheet.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

See attached sheet.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

See attached sheet.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	See attached sheet.	Total for 5 nights per person: \$1119 Stockholm: \$201 per night Moscow: \$239 per night	\$832 total for 7 days.	Russian business visa Applications: \$298

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip was organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

See attached sheet.

19. Name and location of hotel or other lodging facility:

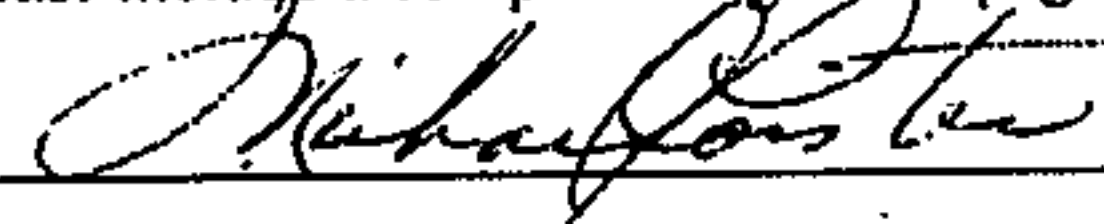
Blique By Nobis Stockholm: Gävlegatan 18, 113 30 Stockholm, Sweden

Moscow Marriott Grand Hotel: Tverskaya St, 26/1, Moskva, Russia, 125009

20. Reason(s) for selecting hotel or other lodging facility:

These hotels were selected because of their central location and proximity to many of our site visits.

Prices within the per diem rate.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:
- Daily expenses are less than or equal to the maximum set for official Federal Government Travel by the GSA.
22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:
- Participants will be traveling coach class by commercial air. In Sweden participants will travel to and sites in a van. In Russia, participants will travel to and from the airport in a van and from sites by metro.
23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).
24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:
- None
25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):
- Signature of Travel Sponsor: 
- Name and Title: Michael Forster, Chief Operating Officer
- Name of Organization: Woodrow Wilson International Center for Scholars
- Address: 1300 Pennsylvania Avenue, NW, Washington DC 20004
- Telephone Number: 202.691.4366
- Fax Number: _____
- E-mail Address: michael.forster@wilsoncenter.org



**Woodrow Wilson International Center for Scholars
Foreign Policy Fellowship Program
Private Sponsor Travel Certification Form – Pre Trip -Additional Responses**

5. List of Participants

Name: Emily Leviner

Title: Legislative Director, Office of Senator Deb Fischer

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

The Wilson Foreign Policy Fellowship Program aims to educate Congressional staffers on foreign policy issues critical to U.S. national security, as well as to foster bipartisan working relationships. The Wilson Center is a Trust Instrumentality of the US government and was established by an Act of Congress in 1968. The trip supplements the work of the program's six-week seminar series, providing fellows with an opportunity to gain first-hand understanding of some of the policy challenges and opportunities discussed in the seminars. The focus for this trip in Sweden is examining through site visits and meetings climate policy, US-Swedish relations, Swedish Arctic policy and national security issues in the region. In Russia, the focus of the trip will center on Russian domestic issues, economics, sanctions and media.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

The Woodrow Wilson Center has organized multiple prior congressional trips: a staff delegation for fellowship alumni to Mexico, focusing on border security and the U.S.-Mexico bilateral relationship; a staff trip to Canada focusing on US-Canadian relations, security, trade and natural resources; four staff trips to New York City focusing on homeland security, a staff trip in 2016 to Colombia to focus on the FARC negotiations, a staff trip to Ireland focusing on international cybersecurity policies; and a staff trip to Europe (Paris, Brussels and Berlin) to focus on the European legislative process, NATO and partner delegations. The Wilson Center also sponsored multiple congressional trips through its Wilson Center on the Hill (WCOH) Program, which ended in December 2011. WCOH was a nonpartisan forum that focused on current issues related to international trade and security, sustainable development, and globalization. In its three years of existence, WCOH led two Member trips and two staff trips.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

The Wilson Center is the official memorial to President Woodrow Wilson. In addition to carrying out public meetings and events, the Center hosts preeminent scholars and experts from around the globe who are researching topics of national and international relevance. The Center also welcomes school groups (both high school and college students) from all over the United States and the world to explore the Wilson Center and its Presidential Memorial Exhibition and Learning Center. A list of recent programs can be found on the Center's website at www.wilsoncenter.org.

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16. Total Expenses for Each Participant

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
GOOD FAITH ESTIMATES	AIRFARE: \$1800 On the ground transportation: MOSCOW: \$19 for airport transfers, \$7 for unlimited three-day transportation card STOCKHOLM: \$159 per person for a passenger van to and from site visits for 3 days.	Total for 5 nights per person: \$1119 Stockholm: \$201 per night Moscow: \$239 per night	\$832 total for 7 days.	Russian business visa Applications: \$298 Russian translation: \$20 per person

18. Reason for selecting the location of the event or trip.

Sweden was selected as the destination for this trip in order to study the cooperation between the United States and Sweden in the Arctic. The meetings will aim to teach staff about the emerging national security threats in the Arctic and will teach participants how the members of the Arctic Council work together in the region. Moscow, Russia was selected as our second destination to focus on Russian security; state media, sanctions and the history of US-Russian relations. Our meetings will focus on Russian domestic issues, foreign policy and economics through meetings with the US Embassy in Moscow, think tanks and the US-Russia Chamber of Commerce.